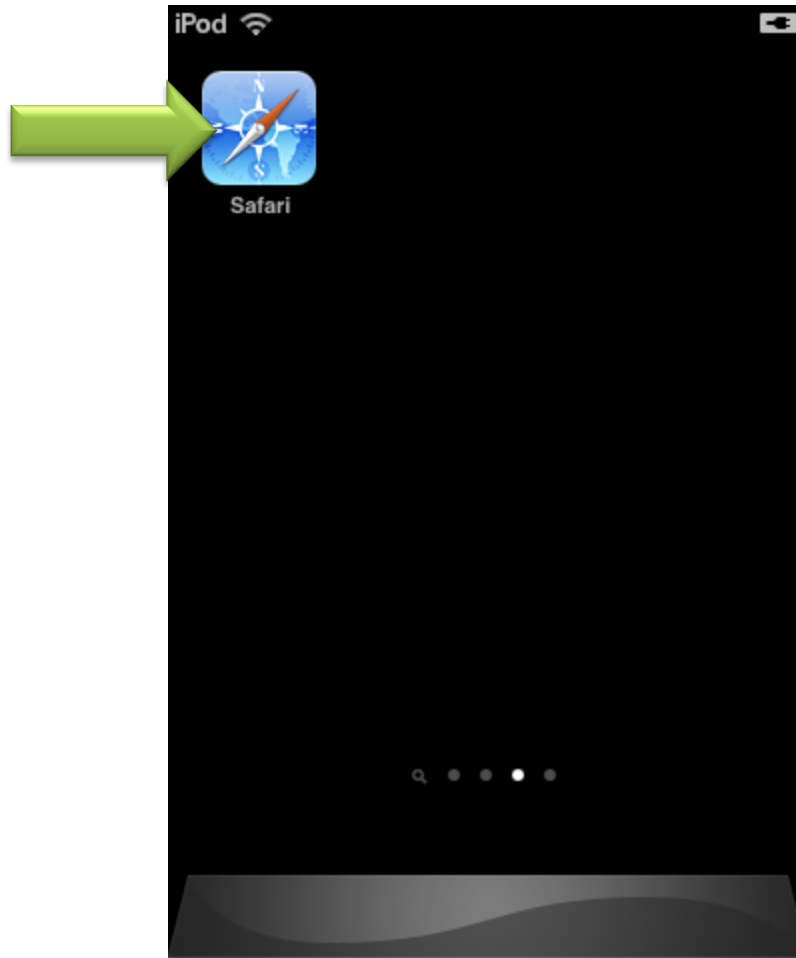


# City of Allentown Guide for Apple iOS (Mobile) Devices

click on one of the three items below to begin

- [Configuring Your City of Allentown E-mail on an Apple iOS \(Mobile\) Device](#)
- [Changing Your City of Allentown Password on an Apple iOS \(Mobile\) Device](#)
- [Removing Your City of Allentown E-mail from an Apple iOS \(Mobile\) Device](#)

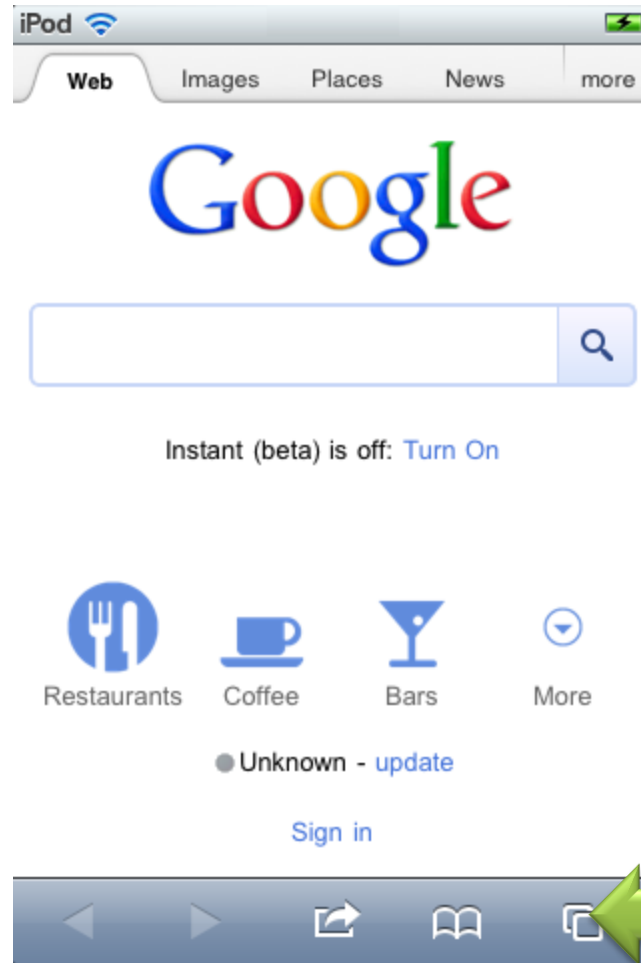
## Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device



[go to Table of Contents](#)

**on the Apple iOS (Mobile) Device (iPod Touch, iPhone, or iPad) tap on “Safari” to open it**

## Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device

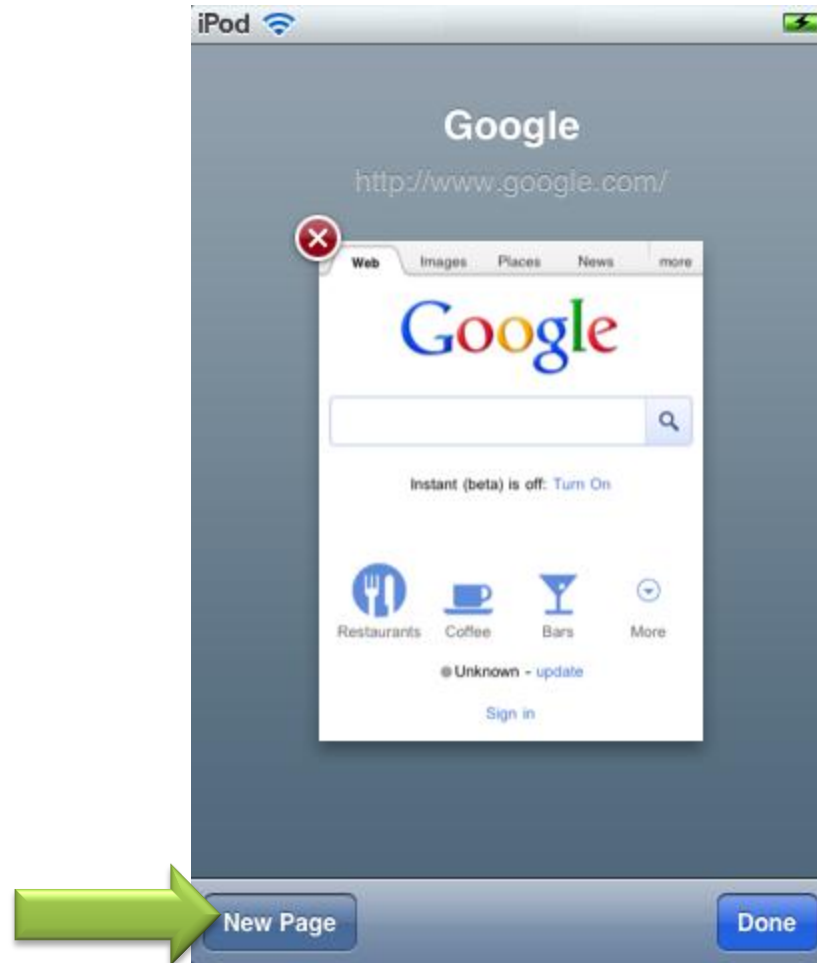


in the lower right-hand corner in “Safari,”  
tap the “View Pages” button

[go to Table of Contents](#)

[go back to Slide 01  
in this section](#)

## Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device

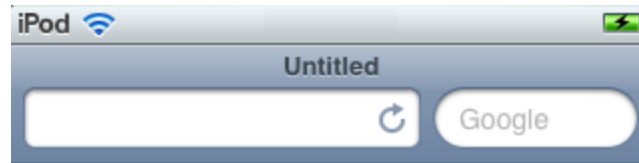


[go to Table of Contents](#)

**in the lower left-hand corner, tap on the “New Page” button**  
*you may have to tap on the “red X” to remove  
pages if you have too many already open*

[go back to Slide 01  
in this section](#)

## Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device



**a new page titled “Untitled” will appear**

[go to Table of Contents](#)

[go back to Slide 01  
in this section](#)

## Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device

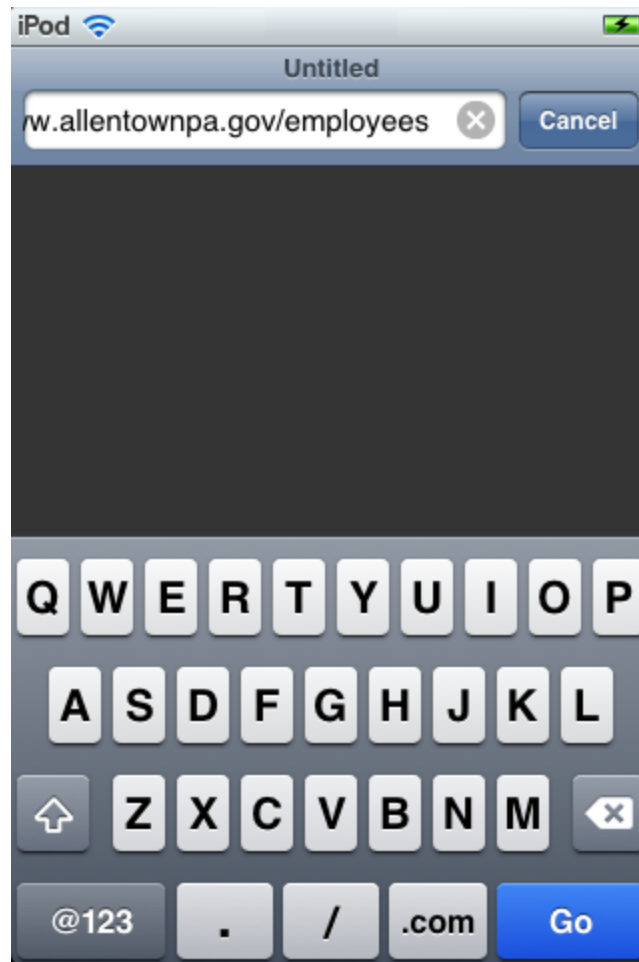


in the upper left-hand corner, tap on  
the area to enter in a website address

[go to Table of Contents](#)

[go back to Slide 01  
in this section](#)

## Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device

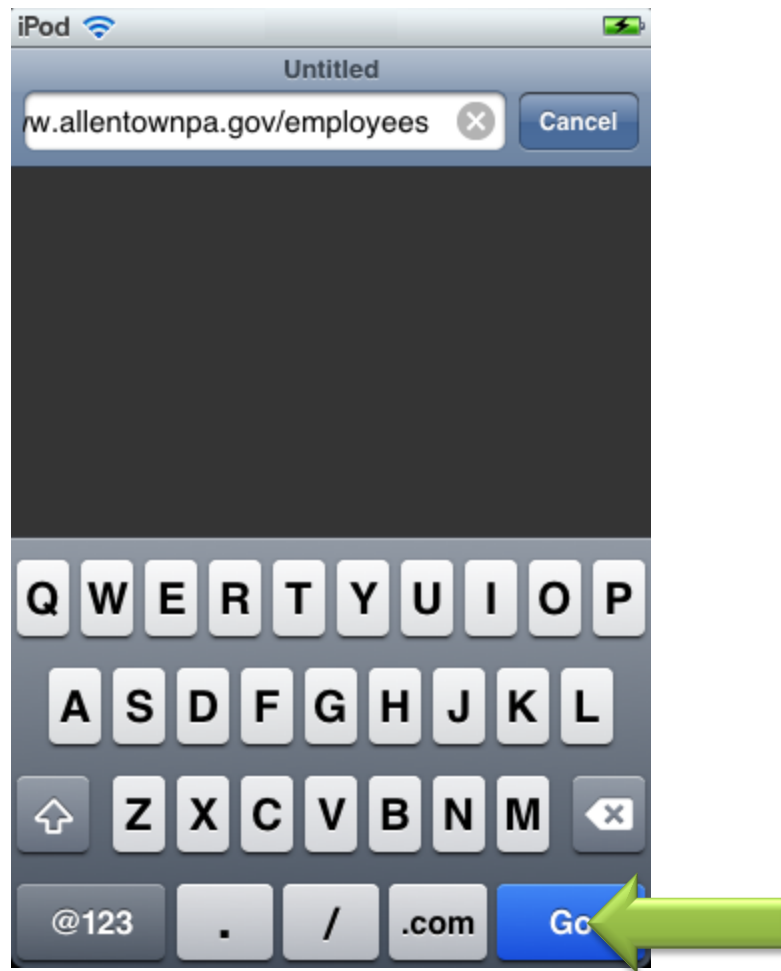


type in <http://www.allentownpa.gov/employees>

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in this section](#)

## Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device



tap on the “Go” button

[go to Table of Contents](#)

[go back to Slide 01  
in this section](#)



## Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device



**a website will load**

*the content will probably change as more  
information is added and the page may look different*

[go to Table of Contents](#)

[go back to Slide 01  
in this section](#)

## Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device



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**tap on the “Mobile Email Support” link**  
*zoom in or change the orientation of the device if necessary*

[go back to Slide 01](#)  
[in this section](#)

# Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device



a website will load

*the content will probably change as more  
information is added and the page may look different*

go to Table of Contents

go back to Slide 01  
in this section

## Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device

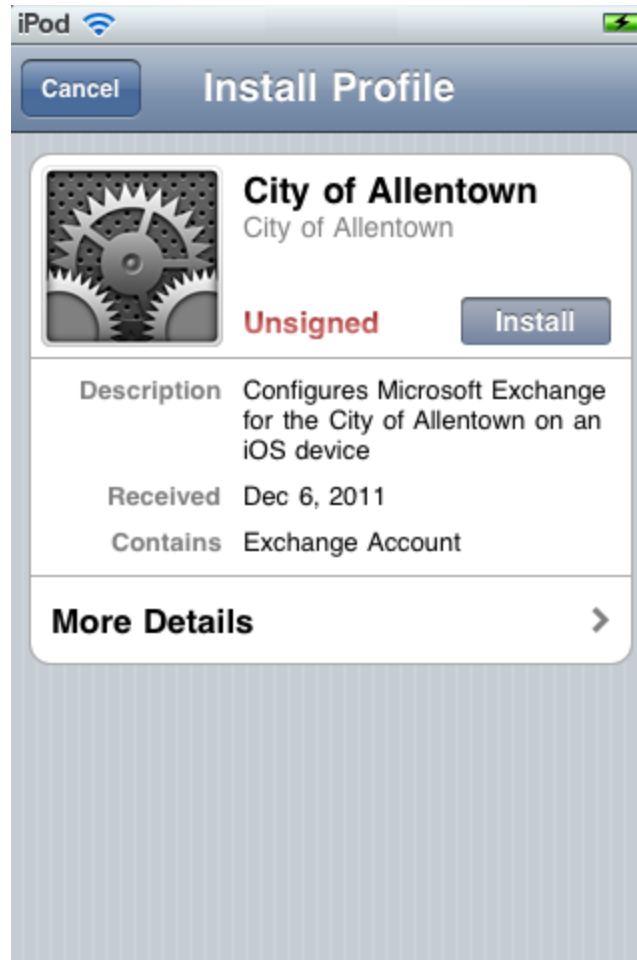


[go to Table of Contents](#)

under the “Apple iPod Touch, iPhone, and iPad”  
section, tap on the “in Safari on the Apple device,  
tap on this link to install the guide” link

[go back to Slide 01  
in this section](#)

## Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device



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an “Install Profile” window will appear

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in this section](#)

## Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device



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tap on the “Install” button

[go back to Slide 01](#)  
[in this section](#)

## Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device



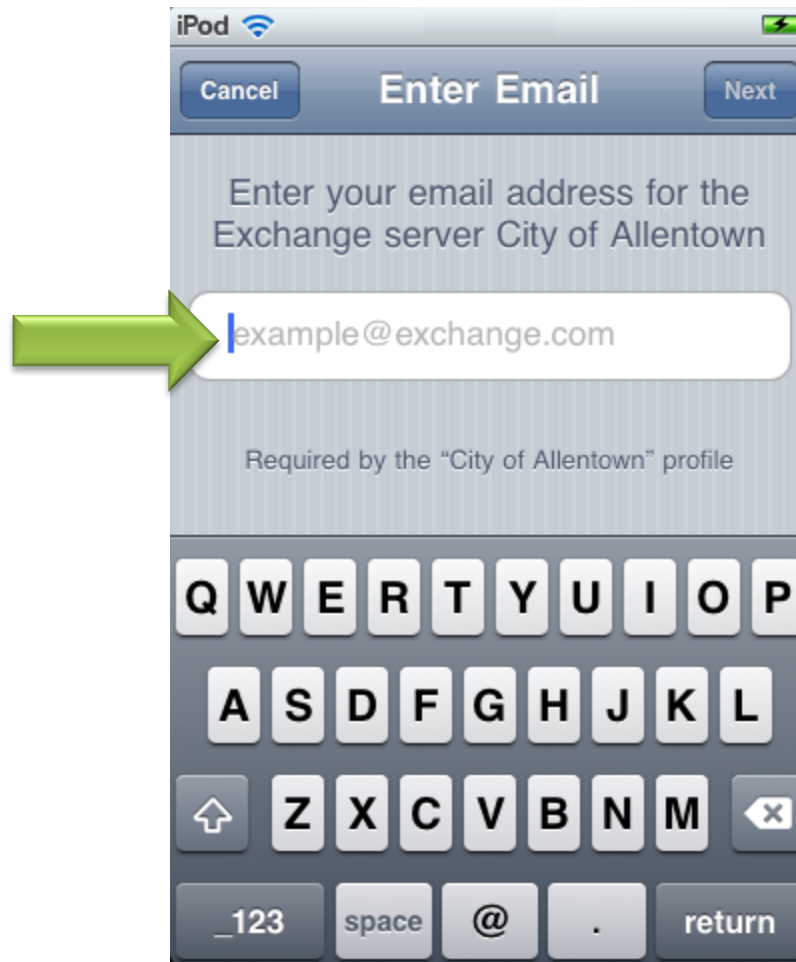
[go to Table of Contents](#)

**tap on the “Install Now” button to confirm  
that you want to install an unsigned profile**

*you will be asked for your iOS device's passcode if you have one*

[go back to Slide 01  
in this section](#)

## Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device



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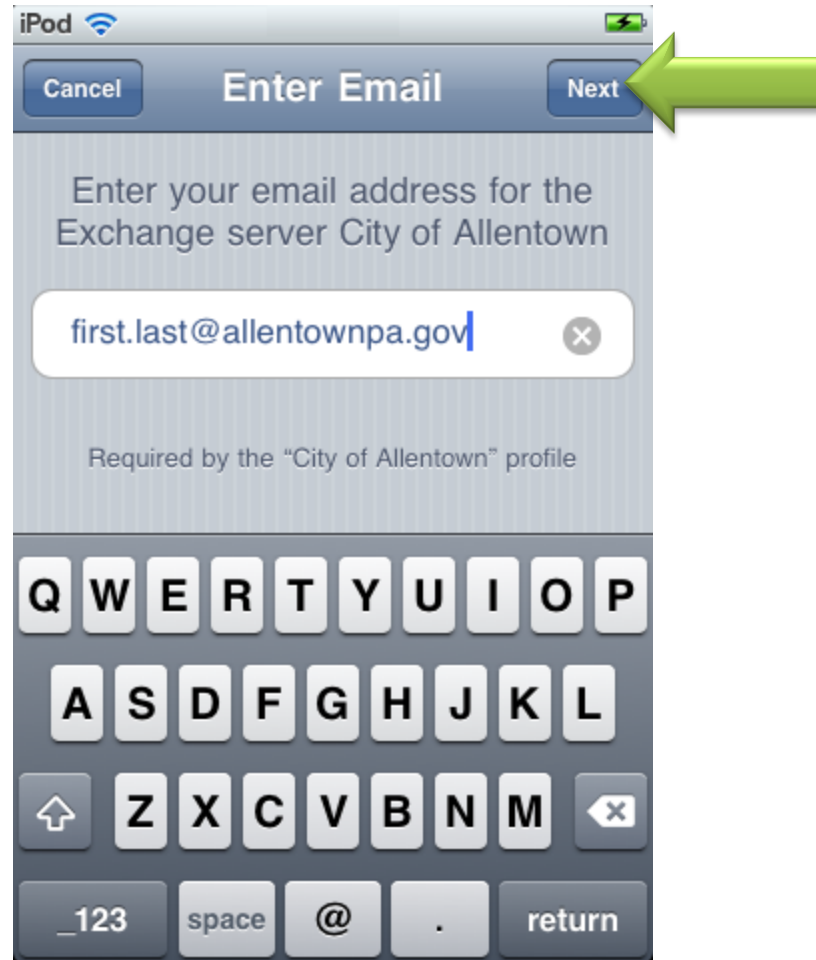
enter your full City e-mail address as  
**first.last@allentownpa.gov**

[go back to Slide 01  
in this section](#)

*if you are not sure what your e-mail address is, please check with IT*



## Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device

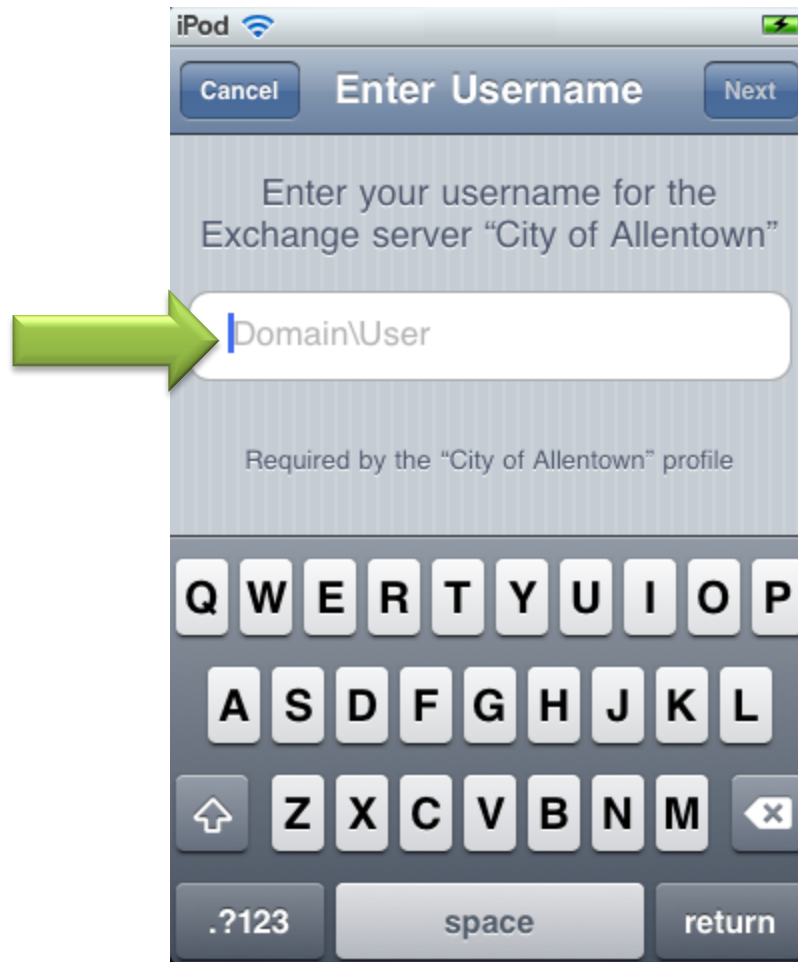


tap on the "Next" button

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in this section](#)

## Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device



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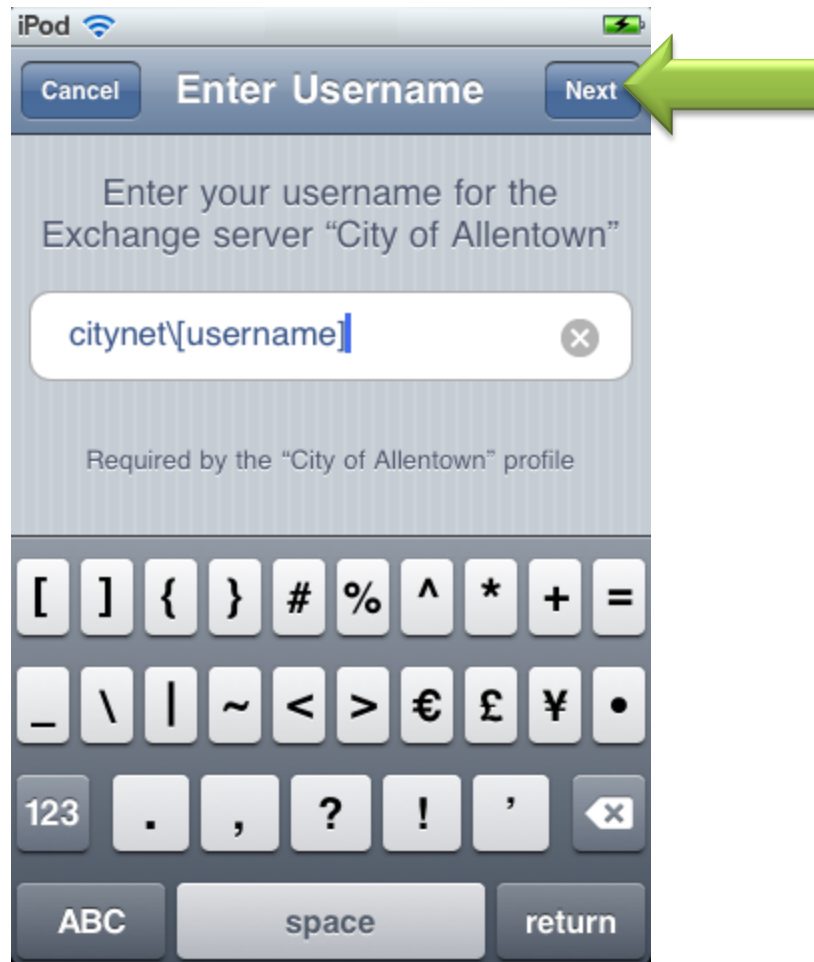
enter your City username using the following format:

**citynet\[username]**

*the "\" symbol can be found by taping on  
the ".?123" button, followed by the "#+=" button*

[go back to Slide 01  
in this section](#)

## Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device

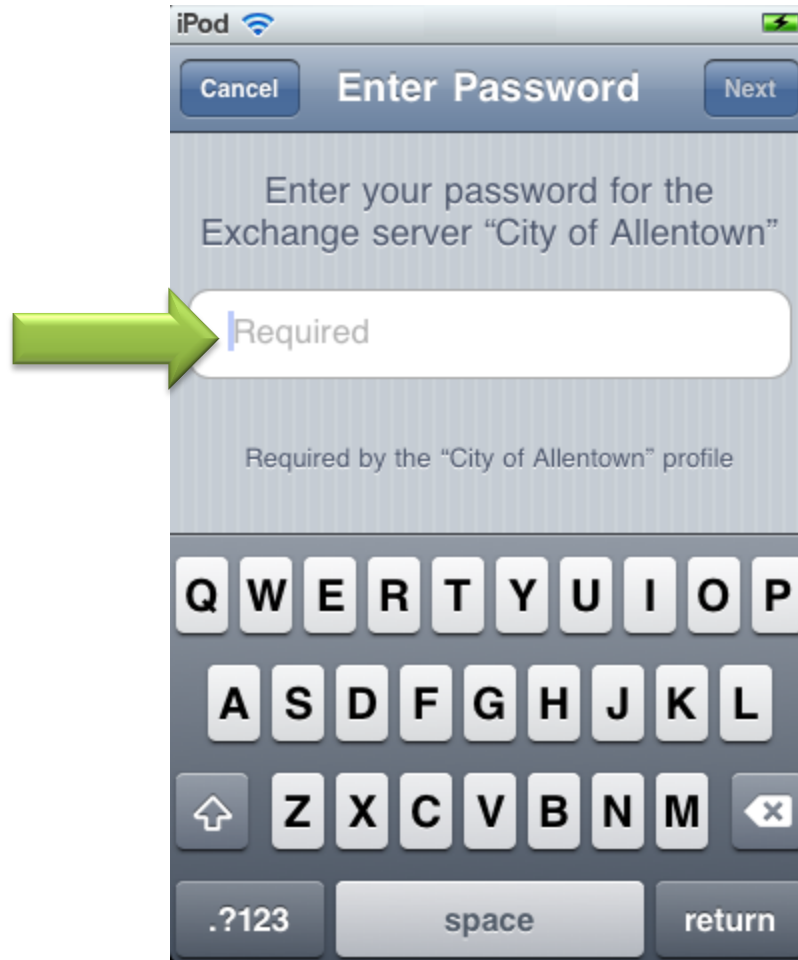


**tap on the "Next" button**

[go to Table of Contents](#)

[go back to Slide 01  
in this section](#)

## Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device

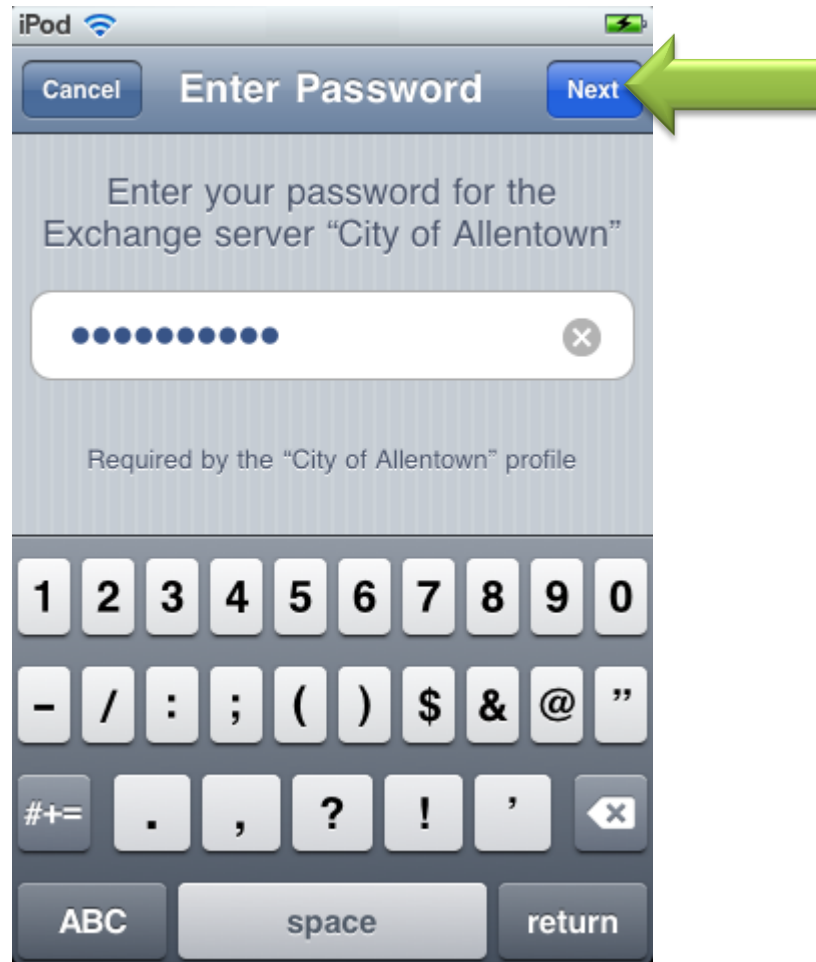


**enter your City password**

[go to Table of Contents](#)

[go back to Slide 01  
in this section](#)

## Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device

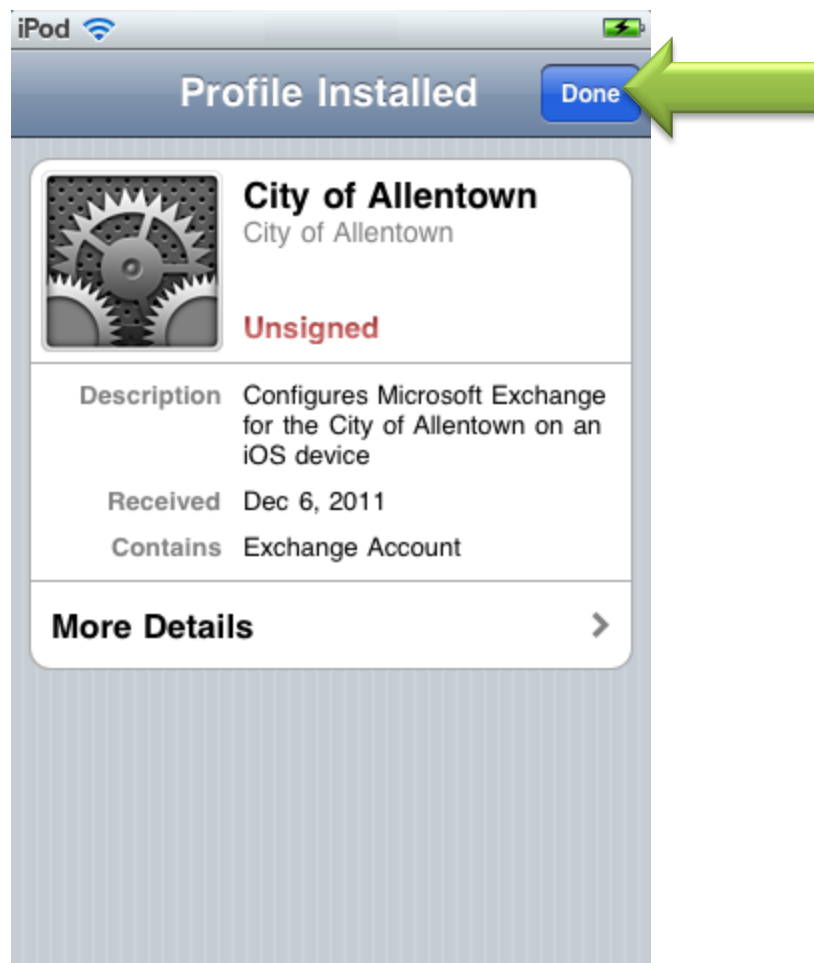


**tap on the "Next" button**

[go to Table of Contents](#)

[go back to Slide 01  
in this section](#)

## Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device



[go to Table of Contents](#)

**tap on the “Done” button**

*you will be taken back to the original City website that you were at*

[go back to Slide 01](#)  
[in this section](#)

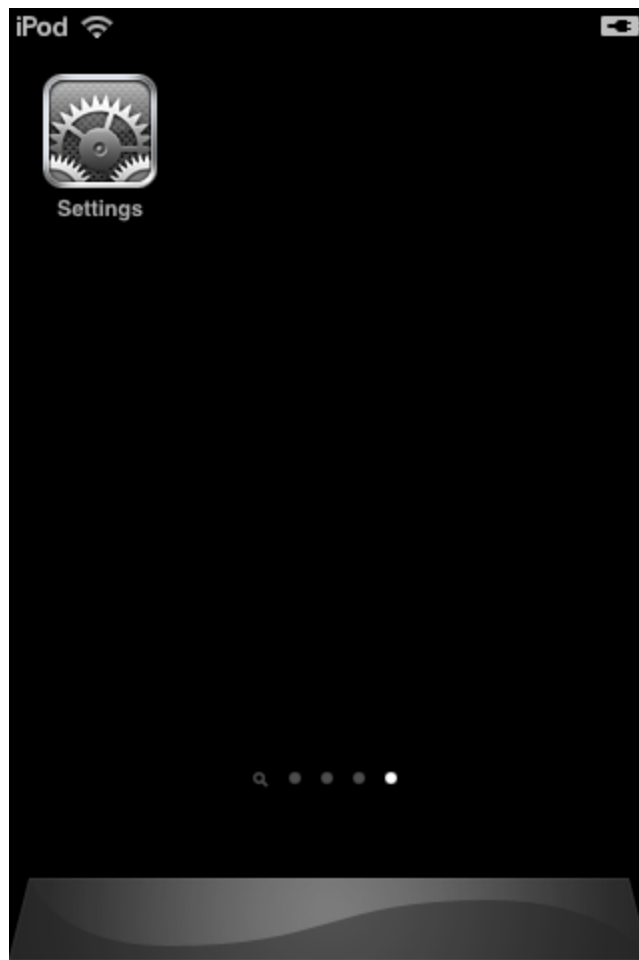
## **Configuring Your City of Allentown E-mail on an Apple iOS (Mobile) Device**

**You are finished configuring your City of Allentown  
E-mail on an Apple iOS (Mobile) Device**

**[go to Table of Contents](#)**

**[go back to Slide 01  
in this section](#)**

## Changing Your City of Allentown Password on an Apple iOS (Mobile) Device With Your E-mail Already Configured



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**on the Apple iOS (Mobile) Device (iPod Touch,  
iPhone, or iPad) open “Settings”**



## Changing Your City of Allentown Password on an Apple iOS (Mobile) Device With Your E-mail Already Configured



the “Settings” app will open

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[go back to Slide 01  
in this section](#)

## Changing Your City of Allentown Password on an Apple iOS (Mobile) Device With Your E-mail Already Configured

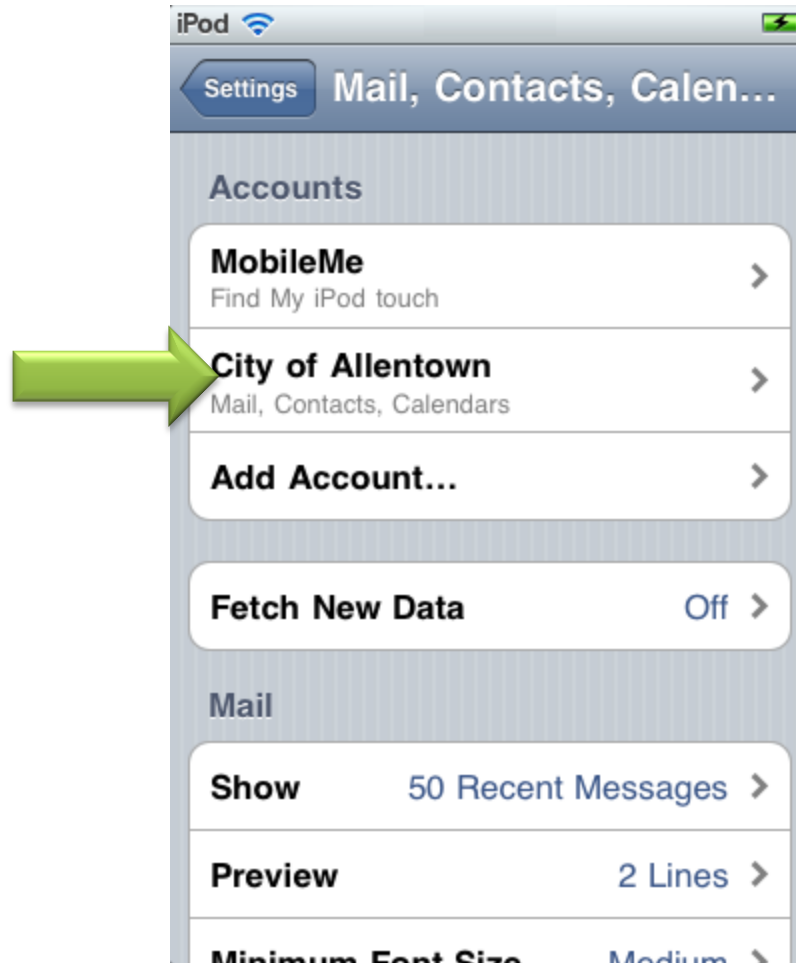


**tap on “Mail, Contacts, Calendars”**

[go to Table of Contents](#)

[go back to Slide 01  
in this section](#)

## Changing Your City of Allentown Password on an Apple iOS (Mobile) Device With Your E-mail Already Configured

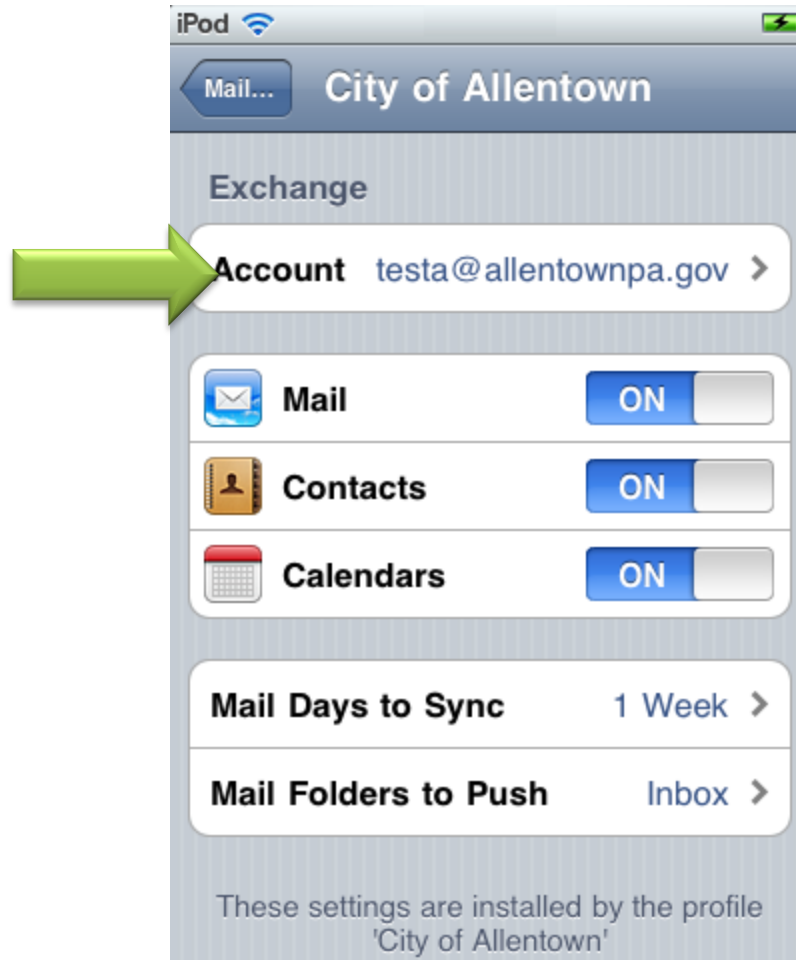


tap on "City of Allentown"

[go to Table of Contents](#)

[go back to Slide 01  
in this section](#)

## Changing Your City of Allentown Password on an Apple iOS (Mobile) Device With Your E-mail Already Configured

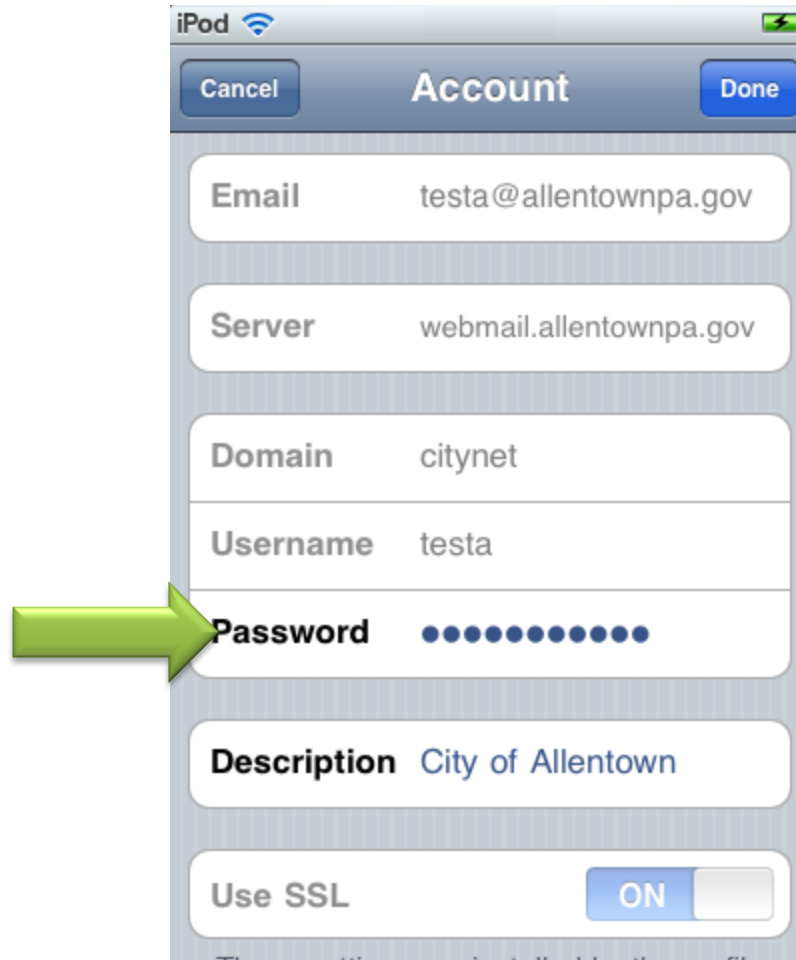


**tap on the “Account” item**

[go to Table of Contents](#)

[go back to Slide 01  
in this section](#)

## Changing Your City of Allentown Password on an Apple iOS (Mobile) Device With Your E-mail Already Configured

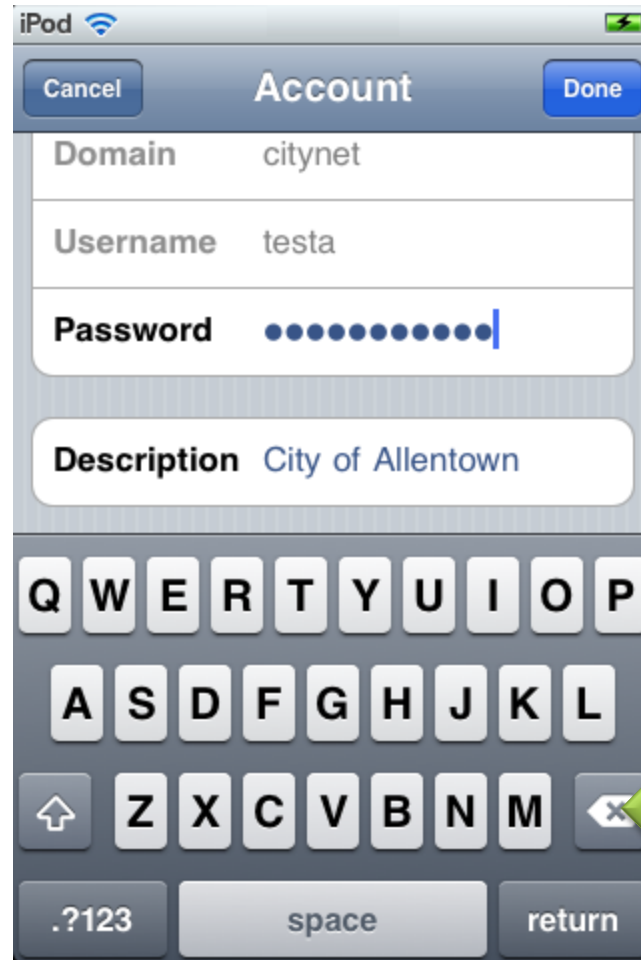


tap on the "Password" field

[go to Table of Contents](#)

[go back to Slide 01  
in this section](#)

## Changing Your City of Allentown Password on an Apple iOS (Mobile) Device With Your E-mail Already Configured

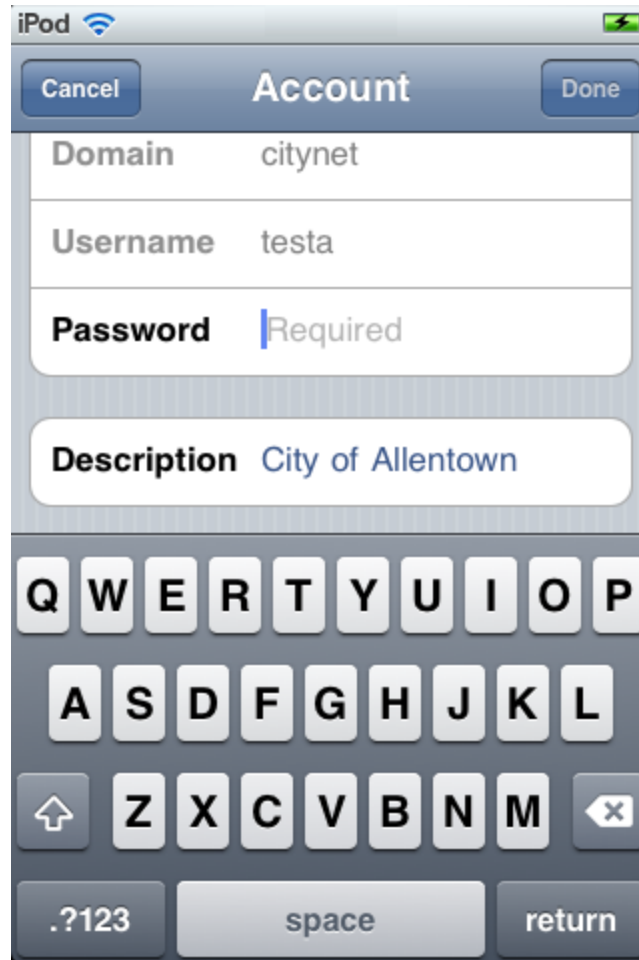


erase your old password by holding down the  
backspace key until there are no more dots

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in this section](#)

## Changing Your City of Allentown Password on an Apple iOS (Mobile) Device With Your E-mail Already Configured

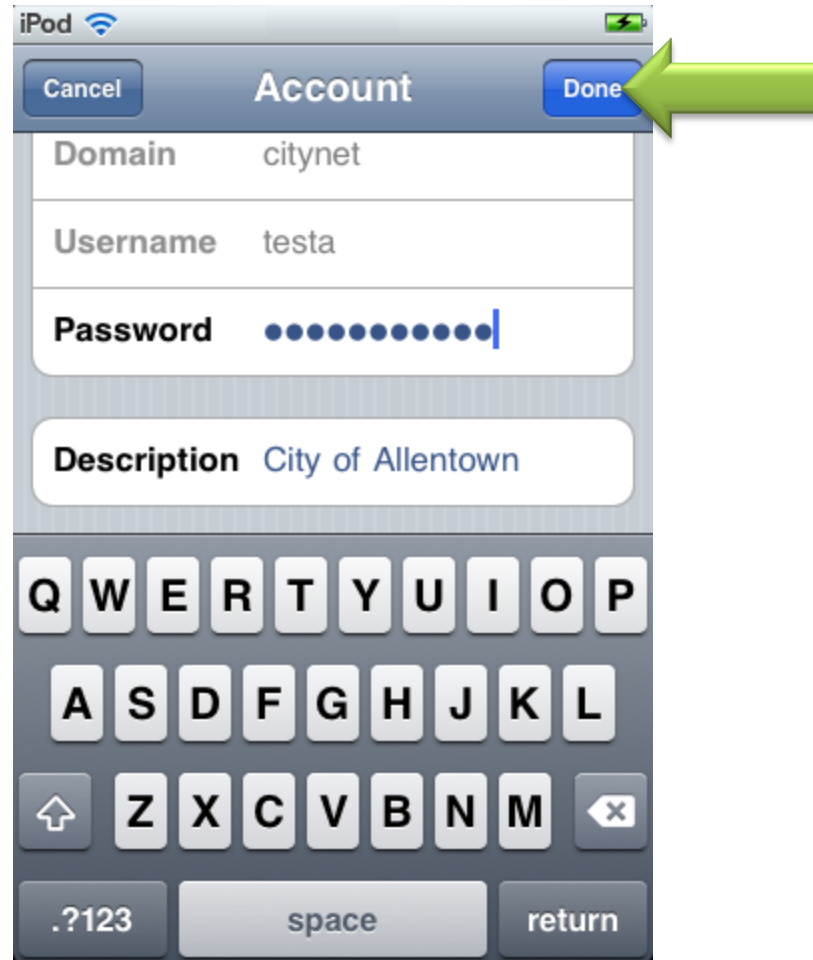


**enter your new City password**

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in this section](#)

## Changing Your City of Allentown Password on an Apple iOS (Mobile) Device With Your E-mail Already Configured



tap on the “Done” button

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[go back to Slide 01  
in this section](#)



## Changing Your City of Allentown Password on an Apple iOS (Mobile) Device With Your E-mail Already Configured



**your password will go through a “Verifying” process**

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in this section](#)

## Changing Your City of Allentown Password on an Apple iOS (Mobile) Device With Your E-mail Already Configured



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**you will then be taken back to the “City of Allentown”  
“Mail, Contacts, and Calendar” settings**

[go back to Slide 01  
in this section](#)

## **Changing Your City of Allentown Password on an Apple iOS (Mobile) Device With Your E-mail Already Configured**

**You should open the “Mail” app to make sure that the password was accepted. If new messages don’t start to appear, you may need to completely turn off the Apple iOS (Mobile) Device for a couple of minutes.**

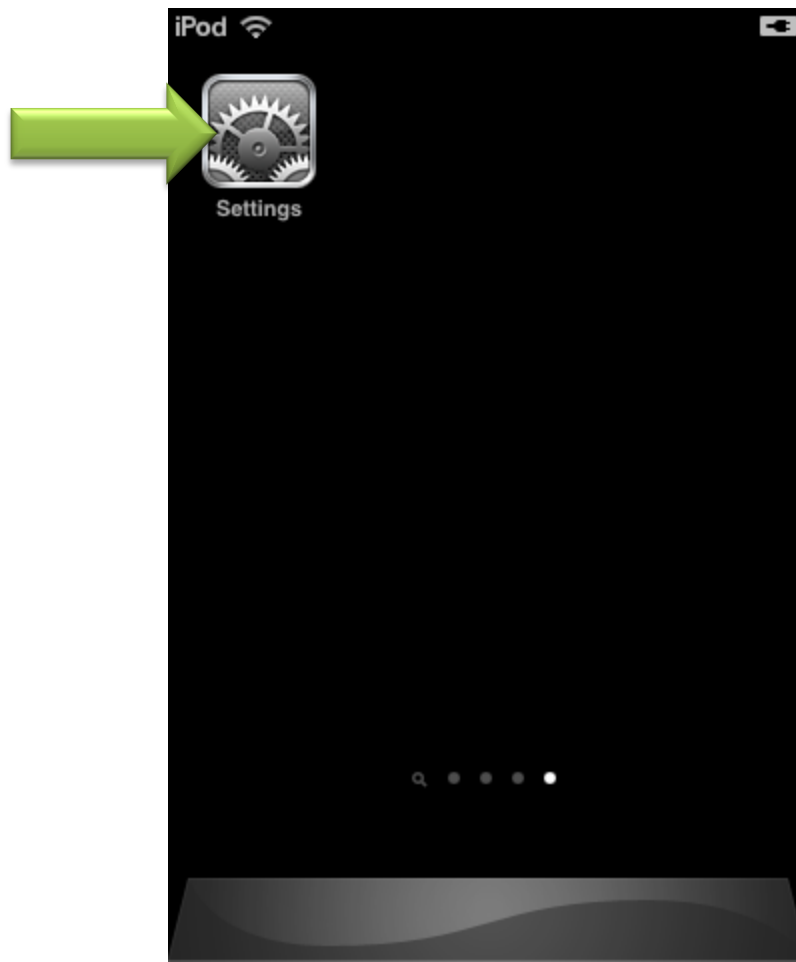
**If new messages still don’t appear after turning it back on, you may have to repeat the process and enter your password again.**

**You are now finished changing your City of Allentown password on an Apple iOS (Mobile) Device.**

**[go to Table of Contents](#)**

**[go back to Slide 01  
in this section](#)**

## Removing Your City of Allentown E-mail from an Apple iOS (Mobile) Device



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**on the Apple iOS (Mobile) Device (iPod Touch,  
iPhone, or iPad) open “Settings”**

## Removing Your City of Allentown E-mail from an Apple iOS (Mobile) Device



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the “Settings” app will open

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in this section](#)

## Removing Your City of Allentown E-mail from an Apple iOS (Mobile) Device



tap on "General"

[go to Table of Contents](#)

[go back to Slide 01  
in this section](#)

## Removing Your City of Allentown E-mail from an Apple iOS (Mobile) Device

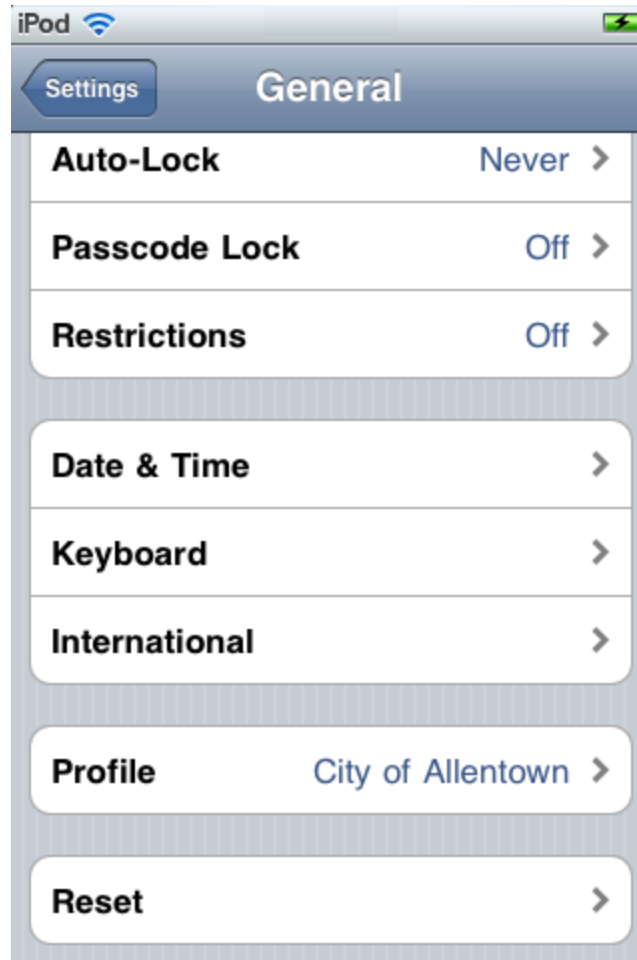


[go to Table of Contents](#)

**“General” will appear**

[go back to Slide 01  
in this section](#)

## Removing Your City of Allentown E-mail from an Apple iOS (Mobile) Device



[go to Table of Contents](#)

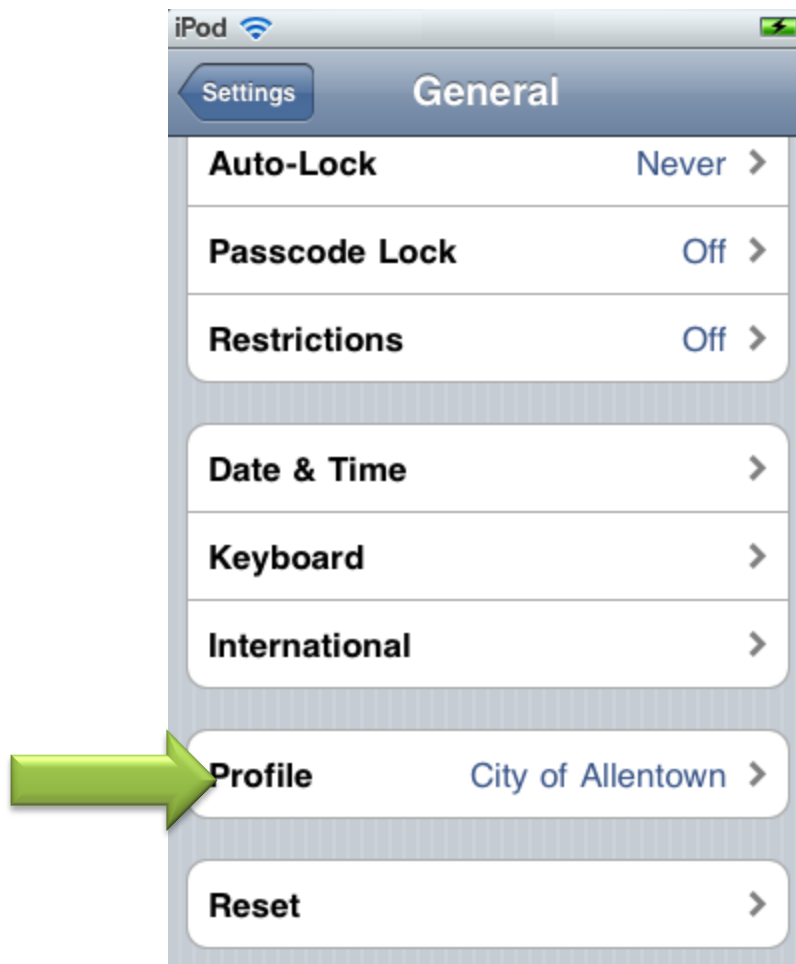
**scroll down to the bottom and you will see “Profile”**

*if you did not setup your iOS device using a profile, you need to remove your City information by going into “Mail, Contacts, Calendars”*

[go back to Slide 01](#)  
[in this section](#)



## Removing Your City of Allentown E-mail from an Apple iOS (Mobile) Device

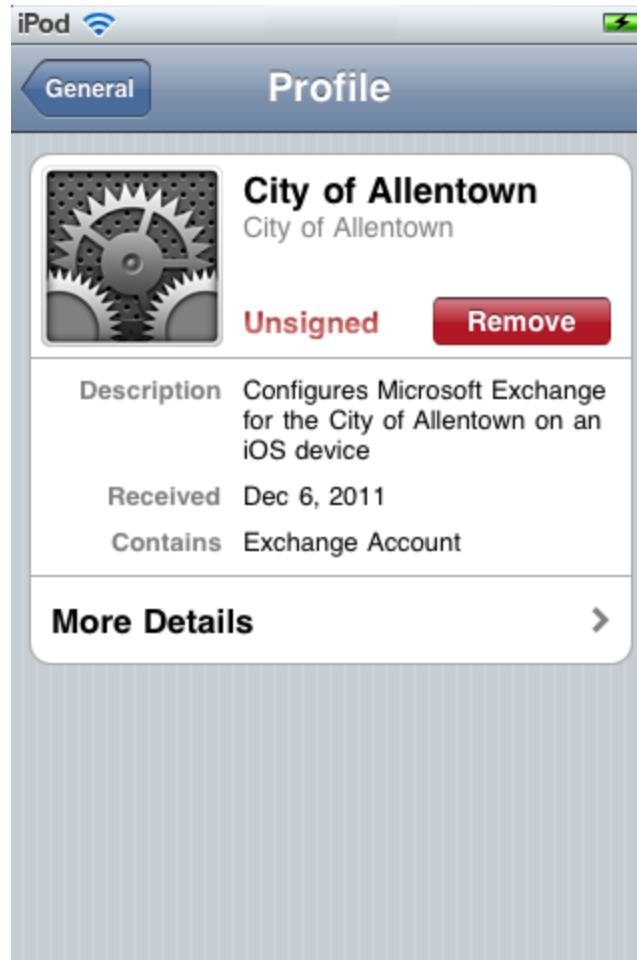


tap on "Profile"

[go to Table of Contents](#)

[go back to Slide 01  
in this section](#)

## Removing Your City of Allentown E-mail from an Apple iOS (Mobile) Device



[go to Table of Contents](#)

the profile will appear

[go back to Slide 01](#)  
[in this section](#)

## Removing Your City of Allentown E-mail from an Apple iOS (Mobile) Device

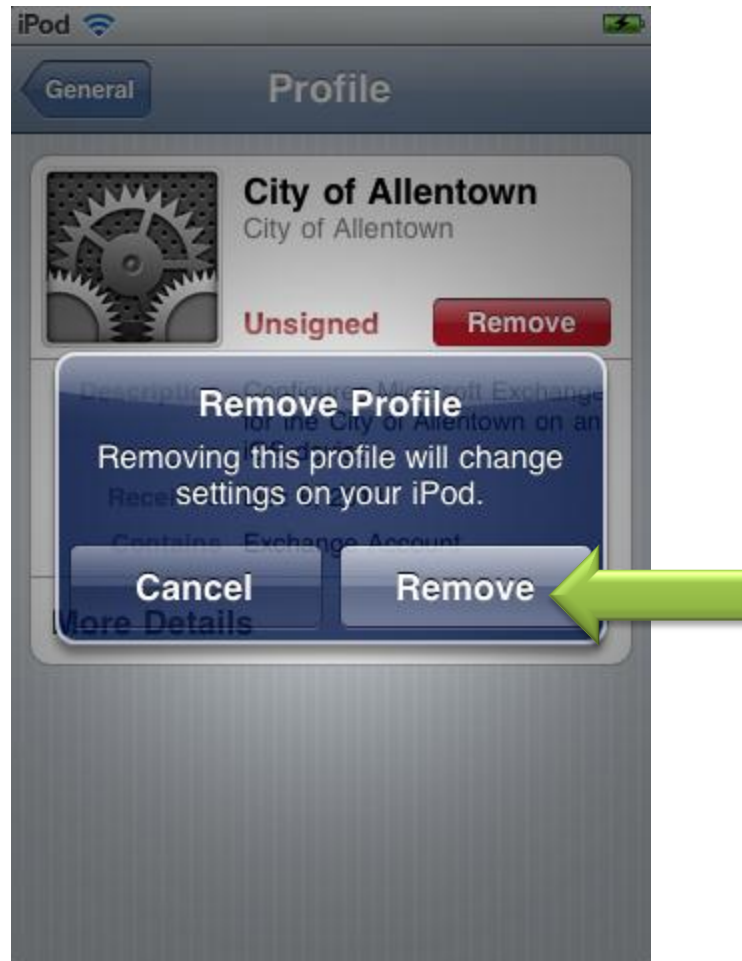


[go to Table of Contents](#)

tap on the “Remove” button

[go back to Slide 01](#)  
[in this section](#)

## Removing Your City of Allentown E-mail from an Apple iOS (Mobile) Device



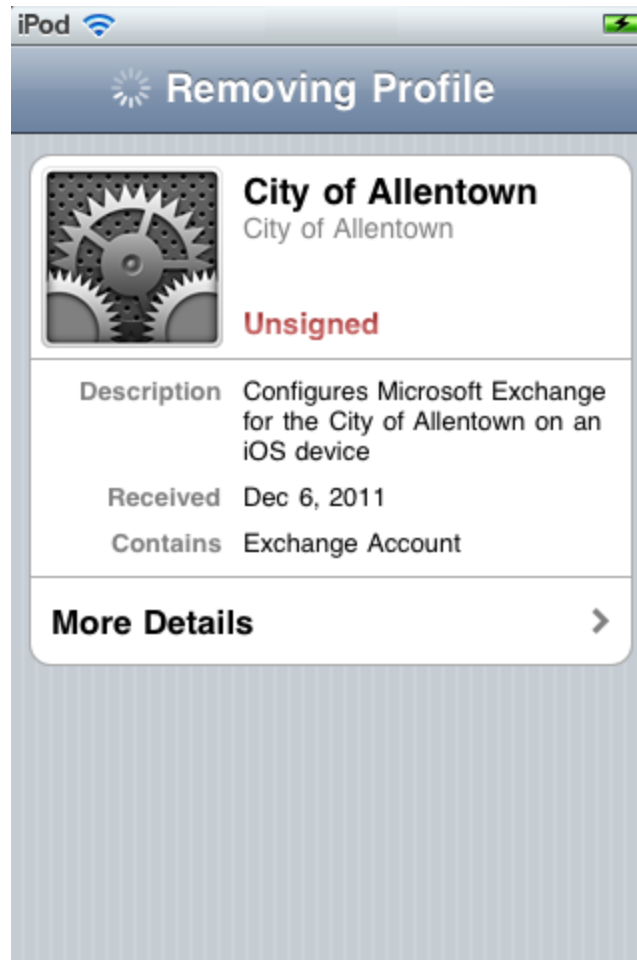
[go to Table of Contents](#)

**confirm that you want to remove the profile  
by tapping on the “Remove” button**

*you will be asked for your iOS device's passcode if you have one*

[go back to Slide 01  
in this section](#)

## Removing Your City of Allentown E-mail from an Apple iOS (Mobile) Device

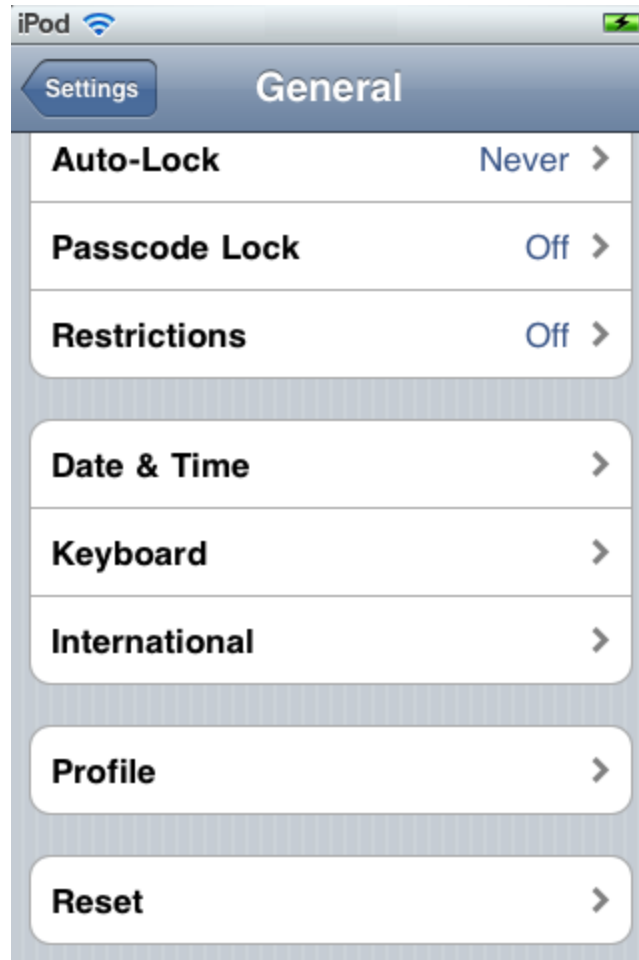


[go to Table of Contents](#)

the installed profile will go through the removing process

[go back to Slide 01  
in this section](#)

## Removing Your City of Allentown E-mail from an Apple iOS (Mobile) Device



[go to Table of Contents](#)

**you will be taken back to “General”  
once the profile has been removed**

[go back to Slide 01  
in this section](#)

## **Removing Your City of Allentown E-mail from an Apple iOS (Mobile) Device**

**You have removed your City of Allentown  
e-mail from your Apple iOS (Mobile) Device.**

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**[go back to Slide 01  
in this section](#)**